



Guide for Team Managers

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CVYSA Team Manager Guide

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1. Starting the Season

Communication between the team manager and parents/guardians is the key to a successful season.

The best way to keep your parents up to date with information is by email. Make it clear at the start of the season that this will be your method of communication and ensure that every email address you are given is checked regularly by the player family.

Before the season starts get player information (name, phone # and email) for every boy/girl that has signed up for the age group or team that you will be responsible for. This can be obtained from the CVYSA registrar.

Before the first scheduled practice contact every family to introduce yourself, remind them of the practice time and location and to give them any information you have about the upcoming season. Also direct them to CVYSA website for general information.

Give each player family your contact information for questions and enquiries.

2. Collecting Fees

One of the roles of a team manager is to collect fees and payments. This could be for rep fees, jackets/tracksuits (if applicable) and/or tournament fees.

Tip – collect monies early in the season. Make definite dates when monies are due and tell parents you will be at practice fields to collect. Ask players for their fees (they usually have it in their backpacks but forget!!!)

When collecting for tournaments, remember that there may be some members of the team that cannot make it. Make sure you collect enough from every participating player to cover the total due for the tournament. It is always easier to give money back to parents if you over collect than to chase around for more at the end of the season.

Fees can be paid in cash or by cheque (made payable to CVYSA) Make sure you keep a record of all monies collected and use the CVYSA Tournament Repayment Form when collecting for tournaments.

3. Team Jerseys

Team jerseys are handed out at the beginning of the season. Contact a member of the CVYSA board if you are not issued with them. For rep teams it is important that you make a record of each player's number. This will stay with them for the whole season. You will need this when filling out tournament entry forms and official game sheets (during tournaments and play-off/provincial games)

It is at the discretion of the manager and coach as to whether or not you assign numbers or let the players choose. Some athletes like to keep "their" number from year to year but this could cause conflict if two players want the same number.

As jerseys are the property of CVYSA they should be kept by the manager (or a designated parent) and brought to each game for the players.

4. Team Photos

If CVYSA does not organize a team photo event, it is at the discretion of the manager/coach to do so if required.

Tip – Have this in mind at the very start of the season and take a photo when every team member is present. This often happens during the early tournaments/games.

Even if the photo is a quick snap shot, it is a nice memento for the players and can be printed for each team member or emailed.

5. Tournaments

At the start of the season discuss with the coach which tournaments the team should enter. For a rep team usually 2-3 plus the home tournament is an average. Once the tournaments have been decided go to the hosting association's website for information on registration.

If you are planning to go to a tournament out of province or in USA you will have to get permission from CVYSA President and BC Soccer and an Application to Travel Out of Province form/roster must be completed. This can be downloaded from BC Soccer at www.bcsoccer.net go to Community/Forms.

Bear in mind that additional fees of \$75-\$150 per team (for insurance) are due and must be added to the regular tournament fee.

A tournament fee advance can be requested from the CVYSA treasurer. A cheque will be issued which you can send to the hosting association with the entry form.

Tournament schedules are usually posted 1-2 weeks beforehand.

Team rosters are usually requested when you register.

On arrival at the tournament it is the manager's responsibility to check the team in (usually several hours before or sometimes the night before if it is a big event) and hand over the final roster, after which it cannot be changed.

6. Hotel Reservations

When travelling to tournaments outside of the Kootenays, often hotel reservations are needed for player families.

Check the hosting association's website for accommodation information.

When contacting a hotel ask for a block booking (usually 10 rooms is enough for a team) and their best group/team rate. The hotel will usually hold rooms under the team name or reservation number and give you a date when those rooms will be released.

You can then give the hotel information to the player families and they will call the hotel directly to confirm their room with their credit card.

Tip - DO NOT pre pay for rooms (other than you own) with your personal credit card. When choosing a hotel you can check 'trip adviser' and 'expedia' for helpful reviews!

Some hotels request that a contract is signed relating to their terms.

7. Medical Forms

At the beginning of the season a Medical Form **must** be completed for every player by his/her parent/guardian.

It is a good idea to keep these forms in a folder as they should be at the field at every practice and game in case of a medical emergency.

As a manager, when you collect the forms, ensure they are completed fully.

Special attention is now given to the awareness of concussion symptoms.

8. End of Season

The season comes to an end all too quickly!

Make sure players are aware of their last practice date.

If there is money left over from tournament fees discuss with the coach and parents what to do with it.

Make sure you are in possession of all team jerseys and have collected all fees owing.